

NAGALAND INFORMATION COMMISSION
Nagaland Commissions' Complex
Post Box No. 148
Nagaland, Kohima - 797001.
www.nlsic.nagaland.gov.in



Manual – I.

(Particulars of Organisation, Functions and Duties)

Introduction

The Nagaland Information Commission was constituted under Section 15(1), (2) & (3) of the Right to Information Act, 2005, on 14th March, 2006, vide Government Order No. AR-3/Gen-147/2005. It is a statutory body duly constituted through an Act of Parliament (Central Act No.22 of 2005). It comes under the administrative umbrella of the Personnel & Administrative Reforms Department under the Nagaland State Government.

On the recommendation of the Appointment Committee constituted in terms of Section 15(3) of the Right to Information Act, 2005 and under the provision of Section 15(1) & (2) of the said Act, His Excellency, the then Governor of Nagaland, Shri. Shyamal Datta administered the oath of office to the Chief Information Commissioner and 2 (two) State Information Commissioners to form the Information Commission and to exercise the power conferred on them and to perform the functions assigned to it under the Act.

Former Chief Information Commissioner from March, 2006.

Sl. No.	Name	Position held	Date of joining	Date of retirement/ leaving office	Background before joining the Commission
1	Shri. P. Talitemjen Ao, (IAS Retd.)	Chief Information Commissioner	14.03.2006	26.02.2011	IAS (former Chief Secretary, Nagaland)
2	Shri. Lalhuma (IAS Retd.)	Chief Information Commissioner	14.03.2011	28.04.2014	IAS (former Chief Secretary, Nagaland)
3	Smti. Kevinino P. Meru	Chief Information Commissioner	22.10.2014	16.11.2015	Government service (former Director of Art & Culture)
4	Shri. Bukchem Phom	Chief Information Commissioner	14.03.2011	14.03.2016	Politician
5	Shri. Toshi Aier, (IAS Retd.)	Chief Information Commissioner	22.3.2016	25.09.2017	IAS (former Chief Secretary, Nagaland)
6	Er. Chanbemo Lotha	State Information Commissioner	22.3.2016	18.1.2020	Government service (Former Chief Engineer, PWD(H))

Sl. No.	Name	Position held	Date of joining	Date of retirement/ leaving office	Background before joining the Commission
1	Rev. Dr. W. Pongsing Konyak	State Information Commissioner	14.03.2006	14.03.2011	Others (from the church)

2	Dr. Kuhoi K. Zhimomi	State Information Commissioner	14.03.2006	14.03.2011	Academic (former Registrar, Nagaland University)
3	Er. Kevizatuo Miachieo	State Information Commissioner	02.06.2017	02.06.2022	Government service (Former Engineer-in-Chief, Power)
4	Shri. G. H Ramlia	State Information Commissioner	20.12.2017	17.07.2022	Government service (former Principal District & Session Judge)

Former State Information Commissioner from March, 2006.

The present team of the Commission.

Sl. No.	Name	Position held	Date of joining	Date of retirement/ leaving office	Background before joining the Commission
1	Shri. I. Meyionen Jamir	Chief Information Commissioner	08/02/2022	07/02/2025	IGP, Nagaland Lokayukta
2	Shri. Nosazol Charles	State Information Commissioner	29/11/2022	28/11/2025	Development Commissioner, Nagaland
3	Shri. Kekongchinm Yimkhiung	State Information Commissioner	29/11/2022	28/11/2025	NGO

Objective – To fulfil the mandate assigned in the RTI Act, 2005 by exercising the powers conferred on, and to perform the functions assigned to it under the Act.

Mission – Ensure the citizens their Right to Information from public authorities in accordance with provisions of the Right to Information Act, 2005.

Vision – Transparent functioning of public authorities to enable in achieving the goals envisaged in the Constitution of India for every Indian citizen.

Parent Government Department – Department of Personnel and Administrative Reforms, Government of Nagaland.

Reporting to which authority – Though the Commission is under the Department of Personnel and Administrative Reforms, Government of Nagaland, the Commission enjoys complete autonomy and submits its annual report as envisaged in the Right to Information Act 2005 to the Nagaland Legislative Assembly through the Department of Personnel and Administrative Reforms, Government of Nagaland.

Jurisdiction –: All public authorities under the Nagaland State Government or established by an Act of the State Government or substantially funded by the Nagaland State Government. It does not cover those Central public authorities located within the State.

Functions and Powers of the Commission:

As per the RTI Act, 2005 the Nagaland Information Commission is assigned with the task of receiving complaints and appeals, for providing suitable relief to the complainants or appellants as per the provision of the RTI Act, 2005. The Act gives the Information Commission very broad ranging decision making powers. The Commission shall perform all other responsibilities as assigned to it, autonomously without being subjected to direction given by any other authority under this Act.

a) Receives and inquires into complaints

Under Section 18 of the RTI Act, 2005, the Commission has the power to receive and inquire into a complaint from any person, who is unable to submit a request to Public

Information Officer either by reason that no such officer has been appointed under this Act, or because the Public Information Officer has refused to accept his or her application or appeal under this Act or the applicant has not received any response from PIO. If the Commission is satisfied that there are reasonable grounds to inquire into the matter, it may initiate an inquiry in respect thereof. During the inquiry of any complaint under this Act, the Commission has the power to examine any record to which this Act applies which is under the control of the public authority, and no such record may be withheld from it on any grounds. While making an inquiry the Commission shall have all powers, as are vested in a civil court while trying a suit under the Code of Civil Procedure, 1908 in respect of the following matters, namely:—

- (a) summoning and enforcing the attendance of persons and compel them to give oral or written evidence on oath and to produce the documents or things;
- (b) requiring the discovery and inspection of documents;
- (c) receiving evidence on affidavit;
- (d) requisitioning any public record or copies thereof from any court or office;
- (e) issuing summons for examination of witnesses or documents; and
- (f) any other matter which may be prescribed.

b) Deciding Appeals

Under Section 19(3) of the RTI Act, 2005, the Commission can receive second appeal within ninety days from the date on which the decision should have been made or was actually received. However, the State Information Commission may admit the appeal after the expiry of the period of ninety days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.

An appeal submitted against the decision of the Public Information Officer relating to information of a third party, the State Information Commission, shall give a reasonable opportunity of being heard to that third party.

In any appeal proceedings, the onus to prove that a denial of a request was justified shall be on the State Public Information Officer, who denied the request.

c) Imposing Penalties

Under Section 20 of the RTI Act, 2005, at the time of deciding any complaint or appeal, the Commission is of the opinion that the PIO has, without any reasonable cause, refused to receive an application for information or has not furnished information within the stipulated time frames or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall impose a penalty of Rs. 250.00 (Rupees two hundred and fifty only) each day of delay till application is received or information is furnished, subjected to a maximum amount of Rs. 25,000.00 (Rupees twenty-five thousand only).

However, before imposing any penalty on the PIO, the Commission shall give reasonable opportunity of being heard and the burden of proving that he acted reasonably and diligently and that the denial of a request was justified shall be on the PIO, who denied the request.

The decision of the Commission shall be binding.

d) Disciplinary Action:

At the time of deciding any complaint or appeal, if the Commission is of the opinion that the Public Information Officer has without any reasonable cause and persistently, failed to receive an application for information or has not furnished information within the time specified under sub-section (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall recommend for disciplinary action against the Public Information Officer, under the service rules applicable to him.

e) Compensation:

The Commission may also require the public authority to compensate the complainant for any loss or other detriment suffered;

f) Compliance with the Act:

The Commission may also require a public authority to take necessary steps to secure compliance with the provisions of the Act:

- (i) by providing access to information, if so requested, in a particular form;
- (ii) by appointing a Public Information Officer
- (iii) by publishing certain information or categories of information;

- (iv) by making necessary changes to its practices in relation to the maintenance, management and destruction of records;
- (v) by enhancing the provision of training on the right to information for its officials;
- (vi) by providing it with an annual report in compliance with clause (b) of sub-section (1) of section 4;

g) Recommend steps for conformity

If it appears to the Commission that the practice of a public authority in relation to the exercise of its functions under the RTI Act, 2005 does not conform with the provisions or spirit of RTI Act, 2005 it may recommend to the authority, such steps and changes to the functions and practices of public authority so as to promote and conform with the provisions or spirit of the Act.

h) Information relating to allegations of Human Rights violation:

If the information sought for is in respect of allegations of violation of human rights, the information shall only be provided after the approval of the Commission, and such information shall be provided within forty-five days from the date of the receipt of request.

i) Monitoring and Reporting

The Commission shall, as soon as practicable after the end of each year, prepare a report on the implementation of the provisions of RTI Act, 2005 during that year and forward a copy thereof to the appropriate Government to be laid before the State Legislature.

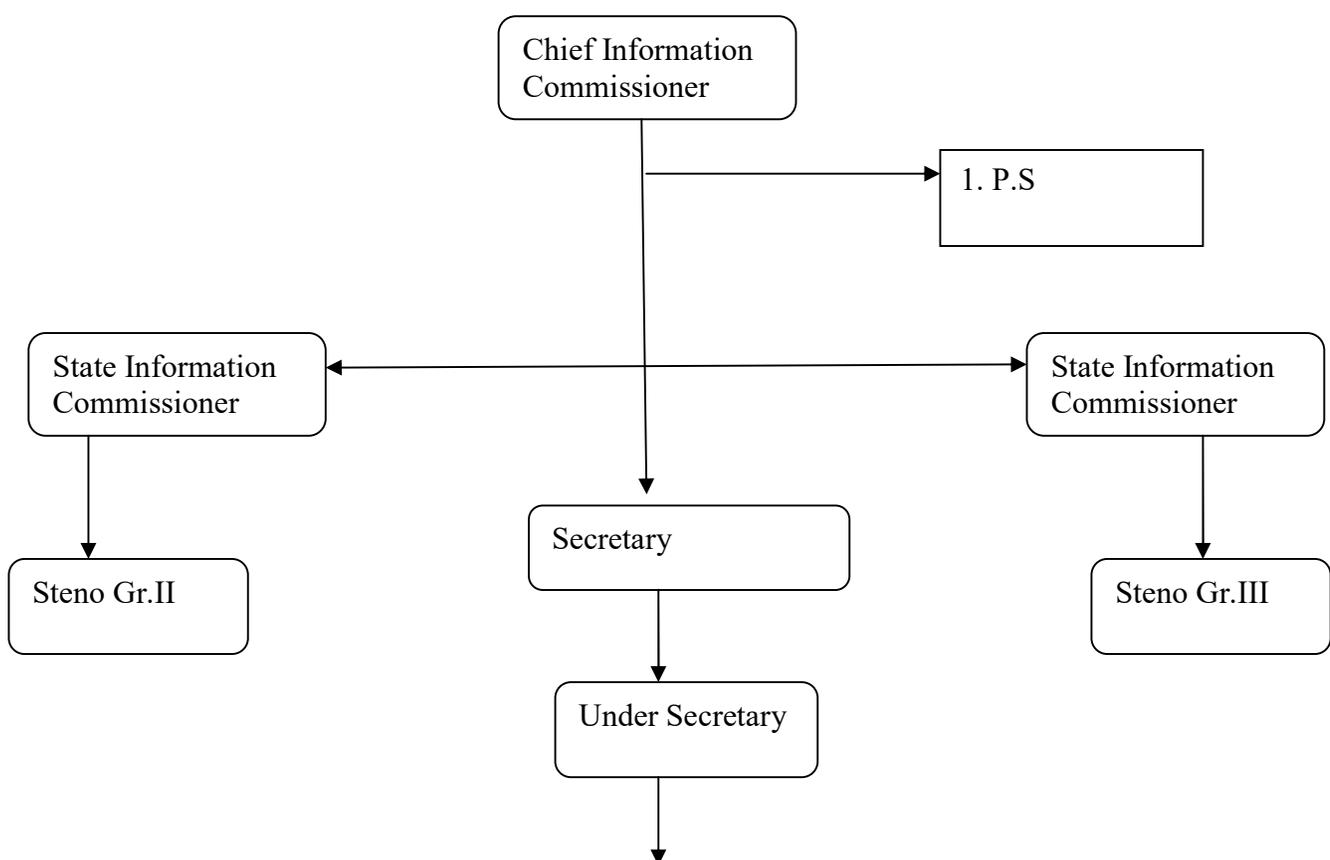
General management:

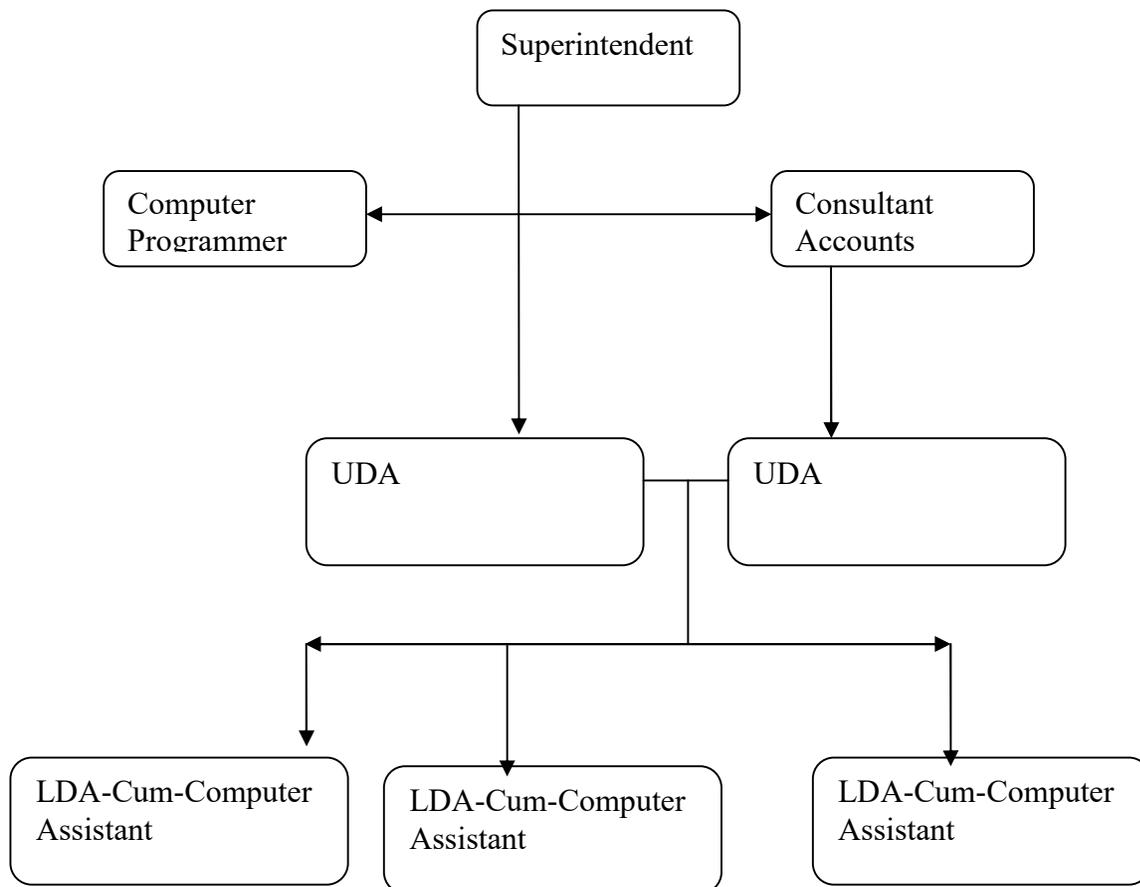
The general superintendence, direction and management of the affairs of the Nagaland Information Commission vests in the Chief Information Commissioner who is assisted by the State Information Commissioners and exercises all such powers and functions autonomously without being subjected to directions by any other authority under the RTI Act.

The Act enjoins upon the State government to provide the Chief Information Commissioner and the State Information Commissioners with such officers and employees as may be necessary for the efficient performance of their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of RTI Act, 2005 shall be such as may be prescribed.

Besides the Information Commissioners, there are **23 employees**, headed by the Secretary for the routine office management of functions. The Secretary heads the administrative department and is assisted by a host of middle/lower ranking officers and necessary ministerial staff and Grade-IV staff.

Organizational Structure





Activities of the Commission:

Hearing of cases:

This is one of the main activities of the Commission. When the Commission admits appeals or complaints, and hearing is scheduled, the parties (appellant/complainant and PIO) are summoned for hearing, giving opportunity of being heard. Cases are usually heard in full bench of the Commission. The Commission may also hear more than one case (appeals or complaints) on a single day. Usually cases are closed in a single hearing, but in some cases the Commission may hear several hearings on a single case till it is satisfied for closure.

RTI Implementation:

The Commission had prescribed a format for the submission of the RTI implementation by the public authorities in the State at the end of every year. The period followed by the Commission for the RTI implementation is from April to March. The RTI implementation submitted by the public authorities are analysed and Annual Report is prepared basing on the analysis.

RTI Annual Report.

The Commission prepares an annual report on the implementation of the provisions of the RTI Act, as soon as practicable after the end of each year. The Annual Report is forwarded to the appropriate Government to be laid before the State Legislature.

Registration/Admission of NIC in NFICI:

On the invitation of the National Federation of Information Commissions in India (NFICI) which has its headquarter at Hyderabad, the Nagaland Information Commission registered itself as a federation member to the National Federation, by paying one time 'registration fee' of Rs. 5.00 lakhs and an amount of Rs.1.00 lakh only as annual membership fee during August 2011.

The Chief Information Commissioner, Nagaland who is also one of the members of the Board of Governors attends meetings of the NFICI and the Board.

Observation of RTI Week:

Under the general supervision of the Nagaland Information Commission, RTI Week is being celebrated from 5th to 12th October, every year, commemorating the enforcement of the RTI Act on 12th October, 2005, throughout the State by organizing functions/seminar/Quiz competition at college level/essay competition, screening of RTI documentary films/press meet etc.

Participation of CIC & SICs at National Level Workshop/Convention etc.

The Commission attend the Annual Convention of Information Commissions in October every year in New Delhi commemorating the coming into force of the RTI Act, 2005. Besides, the Commission from time to time, attends trainings, workshops, seminars and conferences organised by the Central Information Commission, Government of India, and other State Information Commissions.

District tours:

The Commission also visits the Districts to sensitize the district officials and NGOs etc, and also monitor proper implementation of RTI.

Sensitization of APIOs, PIOs, FAA and Public Authorities on RTI:

The Nagaland Information Commission had conducted Sensitization-cum-Interactive Session on RTI programme during 2011-12 and 2012-13 for key Departments/public authorities and Corporations/PSUs etc.

Location:

The NIC is located in the Old Secretariat Complex, centre of Kohima main town which is easily accessible.

Name of the Office : **Nagaland Information Commission**
Address : **Nagaland Commission Complex, P.O. Box 148, Kohima, Nagaland**

Email: cic.nagaland@gmail.com

Websites: nlsic.nagaland.gov.in

Office Timings: 9:30 AM to 4:30 PM

Manual -II

(Powers and Duties of Officers and Employees)

Sl. No	Name	Designation	Powers and Duties
1.	Shri. I. Meyionen Jamir	Chief Information Commissioner	General superintendence, direction and management of affairs of the Nagaland Information Commission which receives appeals and complaints under the RTI Act.
2.	Shri. Nosazol Charles	State Information Commissioner	<ul style="list-style-type: none"> ▪ Monitoring the timely submission of Proactive Disclosure by public authorities allotted to each SIC. ▪ Monitoring the timely submission of RTI implementation by the public authorities allotted to each SIC. ▪ To give views, comments and suggested course of action on appeals and complaints, to the CIC. ▪ To assist the CIC on any other matters as necessary.
3	Shri. Kekongchim Yimkhiung	State Information Commissioner	<ul style="list-style-type: none"> ▪ Monitoring the timely submission of Proactive Disclosure by public authorities allotted to each SIC. ▪ Monitoring the timely submission of RTI implementation by the public authorities allotted to each SIC. ▪ To give views, comments and suggested course of action on appeals and complaints, to the CIC. ▪ To assist the CIC on any other matters as necessary.
4	Smti. Obangla Jamir	Secretary	<ul style="list-style-type: none"> ▪ General superintendence and supervision of the Commission ▪ Matters relating to GoI, other central agencies, State Government Departments, other Information Commissions on all administrative and RTI related matters. ▪ Matters relating to all IT, APAR and leave. ▪ To supervise the office, perform Secretarial and administrative work of the Commission.

			<ul style="list-style-type: none"> ▪ To perform the function of Registrar in matters relating to appeals and complaints. ▪ First Appellate Authority of the Commission. ▪ Responsibility of the DDO. ▪ Compilation and analysis of RTI implementation reports and proactive disclosures. ▪ Preparation of RTI Annual Reports. ▪ To oversee in the preparation of Annual Plans, Annual Administrative Reports etc. ▪ Any other responsibility that may be assigned from time to time.
5	Shri Worhonthung Ezung	Deputy Secretary	<ul style="list-style-type: none"> ▪ To assist Secretary in RTI Appeals and Complaints cases received by the Commission. ▪ To assist in the preparation of RTI Annual Reports. ▪ To handle RTI Matters in the jurisdiction of CIC/ SICs as and when assigned. ▪ Matters relating to training of staff. ▪ Matters relating to Office accommodation & office security. ▪ Nodal Officer for Systematic Voter's Education & Electoral Participation (SVEEP) Cell. ▪ Any other responsibility that may be assigned from time to time.
6	Shri. John Khriesaneihu	Superintendent	<ul style="list-style-type: none"> ▪ To deal with all establishment matters including service matters. ▪ Maintenance of Attendance of staff, casual leave, earned leave, LTC etc. ▪ PIO of the Commission. ▪ Preparation of Annual Plans, Annual Administrative Reports etc. ▪ APAR of staffs. ▪ Any other responsibility that may be assigned from time to time.
7	Shri. S. Chumbemo Kithan	Computer Programmer	<ul style="list-style-type: none"> ▪ Maintenance of Commission's website, IT Equipments & all IT related matters. ▪ Matter relating to EOMS. ▪ Uploading of Notices for hearings, decisions/orders of the Commission on the website, proactive disclosures of all public authorities. ▪ Updation of proactive disclosure of the Commission. ▪ Incharge of office stationery and maintenance of Stock Registers. ▪ APIO of the Commission. ▪ In charge of all vehicles of the Commission. ▪ Preparation and regular updating of the list of FAAs, PIOs, APIOs in the State and uploading it on the website. ▪ Nodal Officer for Centralized Public Grievances Redressal and Monitoring System (CPGRAMS) ▪ Matters relating to supply order and Notice Inviting Tender for purchase of any material of the Commission. ▪ Supply of drinking water and stationeries in the Hearing room before the commencement of hearing. ▪ To assist the Secretary in the analysis of the implementation of RTI of the

			<p>public authorities in the state.</p> <ul style="list-style-type: none"> ▪ Any other responsibility that may be assigned from time to time.
8	Shri. Neisale Kiso	Accounts Officer	<ul style="list-style-type: none"> ▪ To handle budget and Account matters. ▪ All matters relating to budget, expenditure and Audit (POS). ▪ Nodal Officer of the Commission to AG Office, Finance Dept. & Dept. of Treasuries & Accounts. ▪ To perform the duties of Cashier. ▪ Monitoring of funds. ▪ Bank transactions. ▪ Any other responsibility that may be assigned from time to time.
9	Smti. Alice Yanthan	P.S to CIC	<ul style="list-style-type: none"> ▪ Attends to secretarial works of the CIC. ▪ Matters relating to receipt of all daks and correspondences. ▪ Any other responsibility that may be assigned from time to time.
10	Smti. R.Asangla	Steno Gr.II PA to SIC	<ul style="list-style-type: none"> ▪ Attends to all secretarial works of the SIC. ▪ Record the proceedings of the hearing. ▪ Any other responsibility that may be assigned from time to time.
11	Smti. Lothunglo Humtsoe	Steno Gr.II P.A to SIC	<ul style="list-style-type: none"> ▪ Attends to secretarial works of the CIC. ▪ Record the proceedings of the hearing. ▪ Assist Alice Yanthan in day to day official works. ▪ Any other responsibility that may be assigned from time to time.
12	Shri Visizo	UDA	<ul style="list-style-type: none"> ▪ Treasury & Bank duties. ▪ Preparation of Bills & salaries, GPF & NPS matters, MV, POL Reimbursement, Medical Advances etc. ▪ Preparation of Monthly Expenditure Statement, Monthly Revenue Collection Statement etc. ▪ Matters relating to authentication and reconciliation. ▪ Assist Consultant (Accounts) in the preparation of Budget/Annual Plans, any reports sought by Finance Department, Audit Para-wise reply etc. ▪ Assist Consultant (Accounts) for any transaction of bills and other accounts/financial matters. ▪ Incharge of the Office Library, maintenance of all books, journals, magazines, reports, manuals etc. in the Office Library. ▪ Any other responsibility that may be assigned from time to time.
13	Shri Thujota Keyho	UDA	<ul style="list-style-type: none"> ▪ Maintenance of Personal files of gazetted Officers & Non- gazetted staff, Assembly matters etc. ▪ Matters relating to issue of all correspondences and daks, Notices for hearing, Decisions etc. ▪ Assist Superintendent in all establishment matters. ▪ Assistant i/c of Systematic Voter's Education & Electoral Participation (SVEEP) Cell.

			<ul style="list-style-type: none"> ▪ Any other responsibility that may be assigned from time to time.
14	Shri Mhasilezo Yhosu	Office Chowkidar	<ul style="list-style-type: none"> ▪ To perform all duties relating to Chowkidar works in safeguarding the office. ▪ Responsible for the operation / maintenance of office Generator in the event of Mr. Z. Longta Phom, Office Peon availing leave. ▪ Any other responsibility that may be assigned from time to time.
15	Shri Z. Longta Phom	Office Peon	<ul style="list-style-type: none"> ▪ To assist Shri Visizo in Treasury & Bank duties. ▪ Looks after/operate the Photostat Machine placed at PS room. ▪ To look after the operation / maintenance of office Generator for un-interrupted power supply during power failures. ▪ He shall attend to all official duties in the Supdt. block. ▪ Any other responsibility that may be assigned from time to time.
16	Shri Teihnyei Konyak	Office Peon	<ul style="list-style-type: none"> ▪ To perform Dak duty within and outside the office. ▪ To perform duties in the Hearing Room, as and when hearing takes place. ▪ He shall attend to all official duties in the Secretary block. ▪ To report to the Under Secy. for any other requirement in the hearing room particularly when hearing is held. ▪ Any other responsibility that may be assigned from time to time.
17	Shri Tiayanger Longkumer	Office Peon	<ul style="list-style-type: none"> ▪ To perform Dak duty within and outside the office. ▪ To attend to all official related duties of the Establishment Branch and also look after the upkeep of the Office Library. ▪ He shall attend to all official duties in the Secretary block. ▪ Any other responsibility that may be assigned from time to time.
18	Shri Vikou Koza	Office Peon	<ul style="list-style-type: none"> ▪ To perform Dak duty within and outside the office. ▪ He shall assist the officers and staff of Supdt. block ▪ Any other responsibility that may be assigned from time to time.
19	Smti. Rosely Sumi	Office Peon	<ul style="list-style-type: none"> ▪ Responsible for updating of office Notice Board. ▪ Responsible for upkeep / management of office canteen. ▪ Assist in the preparation and serving of refreshments to the officers & staff. ▪ She shall attend to all official duties in the CIC block. ▪ Any other responsibility that may be assigned from time to time.
20	Ms. Noyingbeni L. Odyuo	Sweeper	<ul style="list-style-type: none"> ▪ Should reach Office by 9:00 AM and maintain cleanliness of all office chambers, toilets and its surroundings. ▪ She shall assist the CIC block. ▪ Shall remain in Office till 1:00 PM and also assist Rosely in performing office duties.
21	Shri. Ghokiho Sumi	Driver	Attached to Deputy Secy

22	Shri. Lanupanjung	Driver	Attached to SIC
23	Shri. P. Baujei Phom	Driver	Attached to SIC
24	Shri. Shingyom Chaipa	Driver	Attached to CIC

Work Distribution of State Information Commissioners, Nagaland.

To monitor the submission and analysis of Pro-active disclosures and RTI implementation reports received from the various public authorities.

		Name of Public Authority	Assigned to
1	<u>Agriculture</u>		
	1	O/o APC and Agriculture	
	2	NEPED	
	3	NEPeD	
	4	NBDA	
	5	NBHM	
2	<u>Art & Culture</u>		
3	<u>Assembly Secretariat</u>		
4	<u>CM Secretariat</u>		
5	<u>Chief Secretary Office</u>		
6	<u>Cooperation</u>		
7	<u>DUDA</u>		
8	<u>Education</u>		
	1	School Education	
	2	SSA	
	3	RMSA	
	4	SCERT	
	5	NBSE	
9	<u>Elections</u>		
10	<u>Excise</u>		
11	<u>Finance Department</u>		
	1	Finance	
	2	Taxation	
	3	Treasuries & Accounts	
	4	State Lotteries	
12	<u>Fisheries</u>		
13	<u>Food & Civil Supplies</u>		
14	<u>Forests</u>		
	1	Forests	
	2	Nagaland Pollution Control Board	
15	<u>Geology & Mining</u>		
	1	Geology & Mining	
	2	NSMDC	
16	<u>Governor's Sectt.</u>		
17	<u>Health & Family Welfare</u>		
	1	Health & Family Welfare	
	2	NRHM	
	3	NSACS	
	4	NHAK	

		5	PMTI	
		6	TB Hospital, Khuzama	
		7	TB Hospital, Mokokchung	
		8	Mental Hospital, Kohima	
18	<u>Higher & Technical Education</u>			
		1	Higher Education	
		2	Technical Education	
		3	The Global Open University	
		4	ICFAI, Dimapur	
19	<u>Home Department</u>			
		1	SAB - A	
		2	SAB - B	
		3	Loan Branch	
		4	Bill & Cash Branch	
		5	RR & DM	
		6	GA Branch -I	
		7	GA Branch -II	
		8	Society Registration Cell	
		9	Nazarat Branch	
		10	Local Self Government (LSG)	
		11	Nagaland Houses	
		12	Passport Cell	
		13	Village Guards	
		14	Political Branch	
		15	Narcotic Cell	
		16	Police -B	
		17	Police (PHQ)	
		18	Prisons	
		19	Home Guards & Civil Defence	
		20	Fire & Emergency Services	
		21	Sainik Welfare & Resettlement	
		22	Printing & Stationery	
		23	Commissioner's Office	
		24	CAWD	
		25	District Administration	
		26	Border Affairs	
20	<u>Horticulture</u>			
21	<u>Industries & Commerce</u>			
		1	Industries & Commerce	
		2	NIDC	
		3	NHL	
		4	NIRMSC	
		5	NHHDC	
		6	NKVIB	
22	<u>Information & Public Relations</u>			
23	<u>IT & C</u>			
		1	IT & C	
		2	NSeGS	
24	<u>Irrigation & Flood Control</u>			
25	<u>Justice & Law</u>			
26	<u>High Court, Kohima Bench</u>			

27	<u>Labour & Employment</u>		
		1	Labour & Employment
		2	Labour
		3	Labour Court
		4	Employment, Entrepreneur & Skill Development
28	<u>Land Resources</u>		
29	<u>Land Revenue</u>		
		1	Land Revenue
		2	Land Records & Survey
30	<u>Legal Metrology & CP</u>		
31	<u>New & Renewable Energy</u>		
32	<u>Parliamentary Affairs</u>		
33	<u>Personnel & AR</u>		
		1	Personnel & AR
		2	ATI
		3	State Vigilance
		4	NPSC
		5	NLSIC
34	<u>Planning Department</u>		
		1	Planning & Coordination
		2	Planning Machinery
		3	Evaluation
		4	Economics & Statistics
35	<u>Power</u>		
		1	Power (T& G)
		2	Power (D&R)
		3	Chief Electrical Inspectorate
		4	NERC
36	<u>PHED</u>		
37	<u>NPWD</u>		
		1	Works & Housing
		2	Engineer-in-Chief
		3	Roads & Bridges
		4	Housing
		5	National Highways
		6	Mechanical
		7	Police Engineering Project
38	<u>Rural Development</u>		
		1	Rural Development
		2	SIRD
39	<u>Science & Technology</u>		
40	<u>Sericulture</u>		
41	<u>Social Welfare</u>		
		1	Social Welfare
		2	Women Commission
		3	Nagaland State Commission for Child Rights
		4	Nagaland State Social Welfare Board
		5	Office of the Commissioner for Disability
42	<u>Soil & WC</u>		
43	<u>Tourism</u>		
44	<u>Transport</u>		
		1	Transport

		2	Transport & MV	
		3	NST	
45	<u>Urban Development</u>			
		1	Urban Development	
		2	DAN	
		3	SUDA	
46	<u>Municipal Affairs Department</u>			
47	<u>Vety & AH</u>			
48	<u>Women Resource Development</u>			
49	<u>Youth Resource & Sports</u>			
			Bharat Scouts & Guides	

List of drivers and their allotted duties:

Sl. No.	Name of Drivers	Type of Vehicle	Registration Number	Name & Designation of Officer to whom attached
1	Shri. Shingyom Chaipa	Innova	NL-10C/2678	Shri. I. Meyionen Jamir.
2	Shri. Paujei Phom	Innova	NL-10C/	Shri. Nosazol Charles
3	Shri K. Lanupangjung	Innova	NL-10C/2678	Shri. Kekongchium Yimkhiung
4				
5	Shri. Ghokiho Sumi	Duster	NL-10C/0198	Shri. Worhonthung Ezung, Secretary.
6		Maruti Omni Van	NL-10/6872	Pool Vehicle

Manual – III

(Procedure followed in the decision making process, including channels of supervision and accountability)

Matters relating to RTI Appeals, Complaints:-

The Commission receives the complaints under Section 18 and Appeals under Section 19 of the RTI Act, 2005. The Secretary, who also functions as the Registrar of the Commission, places the complaint or appeal before the State Information Commissioner who has been allocated the departments whose Public Information Officer (PIO) has been complained/appealed against. The concerned SIC will study the matter and present the same to the full Commission for further action. If the Commission finds it a fit case, then the Commission shall fix a date for hearing and will summon both the appellants/complainants and the PIO for hearing.

When the Commission decide or admit that the complaint or appeal is deemed fit to be heard, case is registered and Notice for hearing summoning both the parties is issued. And during hearing, the parties are given opportunity of being heard, after which the Commission gives its decision and order.

The Commission may order an inquiry as deem fit. Generally, the Commission may seek comments of the public authority against which complaint or appeal have been received and take suitable decision as per the provisions of the Act. The Commission may also issue directives to the public authority or FAA or PIO against which complaint or appeal is received and to conform to the provisions of the Act.

Matters relating to Administrative and Financial:

Administrative and Financial matters are dealt with as per the Govt. of Nagaland guidelines, Rules and regulations and Central Secretariat Manual of Office Procedure.

With regard to administrative matters, final decision rests on the Chief Information Commissioner. However, for establishment matters, the final decision making is vested with

the Secretary. All files relating to administrative matters except Appeals or complaints are generally processed initially at the level of LDAs, who submit the files to Superintendent, who in turn submit the file to Secretary for final orders. The day to day affairs are generally dealt with by the Secretary and dispose at his/her level. Matters having financial implications are endorsed to the D.D.O, who is also the Secretary.

Matters relating to Appeals and complaints are put up by the Under Secretary and Secretary to the SIC for advice, direction or comments. For any notice for hearing, advice or comments are initiated/drafted by the Under Secretary for approval and issue.

Activity	Brief Description	Decision-making Process	Designation of Final Decision-making Authority
Sanctioning of casual leave	Employees desiring to apply or avail casual leave.	Applications for approval are sent to the CIC for gazetted Officers and Secretary for staff.	Secretary
Sanctioning of Leave (other than casual leave), GPF, POL, etc	Employees desiring to apply or avail leave other than casual leave.	After scrutiny of applications and other relevant documents, concerned staff/officer puts up for approval.	Secretary
Purchase of office stationery and other items	As per the need, any purchase of stationery and other items are assessed and proposals put up to higher authority for approval.	On the need basis and on proposals received, the dealing assistants put up the proposal on files to the Computer Programmer. The Computer Programmer may put up along with draft to the Superintendent or directly to the Under Secretary and then to Secretary for approval of the items and purchases.	Secretary
Purchase of IT and related equipment's	Purchase of computers, printers, fax machines, photo copy machines, computer consumables etc.	On the need basis, the Computer Programmer initiates for purchase of IT equipment's and accessories to the Superintendent. The Superintendent may put up along with draft to the Under Secretary and then to Secretary for approval of the items and purchases.	Secretary
Approval of expenditure	Expenditure incurred in purchases, repairs, replacements, rent, taxes, maintenance or other activities etc.	Officers or Dealing Assistants puts up details of bills to the Superintended which in turn put up to Under Secretary and then to Secretary & DDO for approval. Approved expenses are sent to the AO for sanction of the Govt.	Secretary
Release of funds	Sanction accorded by the Government for payment.	Once Govt. sanction is received, the Consultant (Accounts) disburse or release the payments.	Accounts Officer

Budgeting	The Annual Plan document is prepared every year, which shows the financial allocations by the Government of Nagaland. The Annual Plan document gives the details of allocations Head wise and all expenditure ought to be incurred within the allocated budget for each Head of Account. Broadly, the Annual Plan consists of Revenue and Capital	The DDO with assistance of the Officers formulates the Annual Plan based on the previous years' performance and Government of Nagaland instructions/guidelines. Approval of Budget is put up to the Secretary. Any amendments to the Annual Plan may be given by the Secretary, if required. The finalised Annual Plan is then submitted to the Government.	Secretary
Annual Administrative Report	Annual Administrative Report contains broadly, the achievements during the period under report.	Reports and records of all activities during the year are prepared and put up to the Secretary for approval. The finalised Annual Administrative Report is then submitted to the Government.	Secretary
Auditing	Audit of Annual Accounts	Auditors are sent by AG Office. Approval and Adoption of Audit Report Forward to Under Secretary.	Secretary
Providing of information under RTI	Any request received from applicant seeking for information from the Commission under the RTI Act, 2005.	Applications under the RTI are received by PIO or APIO. PIO may take assistance of other officers or staff. PIO release information after receiving the cost of information from the applicant.	Superintendent & PIO
Deciding of appeals or complaints against the PIO.	First appeal is submitted when the reply of the PIO is unsatisfactory or no response from the PIO.	The Secretary & FAA fixes a date for hearing of the parties. After hearing the parties on the specified date, a quasi-judicial order is passed and issued to the parties.	Secretary & FAA

Submission of report on the implementation of RTI to State Information Commission.	At the end of every year (from April to March), a report on the implementation of RTI is submitted to State Information Commission.	A report on the implementation of RTI for the year is prepared as per the prescribed format by the Superintendent & PIO and put up to the Secretary for approval. After approval the report is sent to the State Information Commission.	Secretary
Preparation of Annual Report on RTI	The State Information Commission is to submit Annual Report on RTI to the Government to be laid before the Nagaland Legislative Assembly at the end of every year.	Reports on the implementation of RTI submitted by the public authorities in the prescribed format for the year are compiled and analysed by the Superintendent & PIO. A draft RTI Annual Report is then prepared by the Superintendent & PIO and put up to the CIC through the Secretary for approval. After approval, the RTI Annual Report is sent to the State Government for laying in the Nagaland Legislative Assembly.	SIC/CIC
Preparation and updating of proactive disclosure of the Commission.	As and when required, proactive disclosure is updated and is submitted to the Commission for uploading in its website.	The Computer Programmer & APIO prepares/updates proactive disclosure and puts up draft copy to the Superintendent, and then put up to Secretary for approval. After approval, a copy of the updated proactive disclosure is sent to the Computer Programmer for uploading on the Commission's website.	Secretary

Updating of proactive disclosures submitted by the public authorities.	As and when required, proactive disclosure is updated and is submitted to the Commission for uploading in its website.	<p>Updated proactive disclosures in both hard and soft copies submitted by the public authorities are received and analysed by the SIC/CIC.</p> <p>The SIC/CIC may assign the Computer Programmer for further analysis.</p> <p>If any information is lacking or additional information is desired, the concerned public authority is asked to give.</p> <p>If the updated proactive disclosure is found satisfactory, it is sent to the Computer Programmer for uploading on the Commission's website.</p>	SIC/ CIC
Hearing of complaint or appeal	Complaint or appeal received from applicant against Public Information Officer (PIO).	<p>The Secretary puts up the case to the SIC. The SIC studies the case and puts up to the CIC.</p> <p>If the case is admitted, a date for hearing is fixed.</p> <p>The Secretary drafts Notice for hearing and then issued.</p>	CIC
Deciding of complaint or appeal	Both the parties (applicant and PIO) are summoned for hearing, giving opportunity of being heard.	<p>After hearing the parties, Decision Orders are prepared by the Commission.</p> <p>After necessary corrections, the Decision Orders are authenticated either by the Under Secretary or the Secretary.</p> <p>Only the authenticated Decision Orders are then issued.</p>	CIC
Issue of directives by the Commission	When the CIC or the SIC is of the opinion that the applicant had not filed first appeal to the concerned FAA, or even if filed the FAA had not acted upon, or want of additional information, directions are given. Also if there is no	<p>When any appeal or complaint is received, the Under Secretary puts up to the SIC.</p> <p>As per the directions given by the SIC on file, the Under Secretary drafts approval and then issued.</p>	CIC

Authentication and Issue of Decision Orders of the Commission.	When a case is heard by the Commission, decision order is issued.	Once the Commission approves its Decision Orders, they are authenticated by the Secretary. After authentication, the LDA issue the Decision copies to the parties.	Secretary
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Supervision: The Secretary supervises the works of all the Officers and staff. The officers supervise the works of the staff under them. The assisting staff are supervised by the Superintendent. In the absence of the Secretary, Under Secretary takes the charge of the Secretary.

Accountability: Staff are accountable to officers under whom they are attached. All the officers are accountable to the Secretary. All staff are accountable to the Superintendent for timely disposal of the works allotted to them. All the officers and staffs are accountable to the Chief Information Commissioner.

Manual -IV

(The norms set by it for the discharge of its functions)

The Information Commission is an autonomous organization. Each officer is assigned with specific responsibilities under the control of the Chief Information Commissioner.

The functioning of the Commission may broadly be divided into two categories, viz, Commission's functions under the control of the Chief Information Commissioner and Administrative functions under the Secretary.

Deciding of appeals or complaints:-

The appeals/complaints are generally taken up for hearing on first come first serve basis. Wherever the Respondents/Appellants have number of cases, efforts are made to club such cases so that they could be heard on a single day. Preference may also be given to Senior Citizens and Physically Challenged Persons, for an out of turn hearing on a case to case basis for reasons to be recorded in writing considering the request.

Though there is no time limit in the RTI Act, 2005 for the Commission to dispose cases, efforts are made for speedy disposal of Appeals and Complaints. Cases are usually heard by the full bench of the Commission, except when the CIC or any of the SICs are on tour or on leave. Cases are also heard as per the convenience of the public authorities. Hearings are usually held, in the personal presence of both the parties. If the appellant cannot attend, still hearings are held. However, in the absence of the PIO and the respondents, hearings are not held.

Appeals and Complaints are decided/adjudicated upon as per the provisions of the RTI Act, 2005 read along with The Nagaland Information Commission Appeal (Procedure) Rules, 2005.

For administrative functions, norms of Central Government as applicable are adopted.

Procedure for leave

For gazetted Officers, applications for leave are submitted to the CIC for approval, while for staff applications for leave are submitted to the Secretary of the Commission for approval.

All employees are bound by the Nagaland Government Servants Conduct Rules and other notifications or instructions notified by the Government from time to time.

Manual -V

(The Rules, regulation, instruction, Manuals and Records held by it or under its control or used by its employees for discharging its functions)

A) The NIC is bound by the following Rules and Acts presently in place:

1. Notification for constitution of NIC

2. RTI Act, 2005.
3. Nagaland State Right to Information (Regulation of Fee and Cost) Rules, 2005
4. Nagaland State Information Commission (Appeal Procedure) Rules, 2005
5. Terms and conditions of ICs
6. Salary of ICs.
7. Manual of Office Procedure
8. General Financial Rules
9. Travelling Allowances Rules
10. Medical Attendance Rules
11. General Provident Fund Rules
12. Treasury Rules
13. Pension Rules
14. Delegation of Financial Power Rules.
15. Fundamental Rules and Subsidiary Rules
16. Nagaland Civil Services (Conduct) Rules
17. Discipline and Appeal Rules 1967
18. Rules of Executive Business
19. Five year Plans and Annual Plans

B. In order that the organisation discharges its duties in line with the statutory provisions, the NIC maintains the following records:

1. Record of works
2. Record of financial allocations
3. Personal files
4. Minutes of meetings
5. Records of transactions
6. Records of procurement

C. The following are the routine records maintained by NIC for its day to day functioning:

1. Attendance register
2. File movement registers
3. Dak Receipt register
4. Dak Issue register
5. Circulars
6. Memos
7. Leave records
8. Work Distribution

Others:-

1. A Handbook for Trainers on RTI Act, 2005 (CGG, Hyderabad)
2. A Guidebook for Civil Society Organizations on RTI Act, 2005(CGG, Hyderabad)
3. A Guide for Media on RTI Act, 2005(CGG, Hyderabad)
4. Manual for Public Authorities, Public Information Officers & Appellate Authorities on RTI Act, 2005. (ATI, Kohima)
5. Right to Information Act, 2005, published by YASHADA.
6. RTI Act, 2005, in local dialects, viz, Ao, Sema, Lotha, Tenyidie, Chakhesang, Sangtam, Rengma, Zeliang, Yimkhiung, Khiamniungan, Kuki, Kachari, Phom & Konyak.
7. A Handbook for citizens on RTI Act, 2005 (NIC)
8. Citizen's guide to RTI Act, 2005 in English
9. Citizen's guide to RTI Act, 2005, in local dialects, viz, Ao, Sema, Lotha, Tenyidie, Chakhesang, Rengma, Sangtam, Yimkhiung, Zeliang, Khiamniungan, Kuki, Kachari
10. Guide on Right to Information Act, 2005 (A DoPT publication)
11. Annual Report of the Commission on the implementation of the RTI Act, 2005 (2006-07, 2007-08 from 14.03.2006 to 31.03.2008)
12. Annual Report of the Commission on the implementation of the RTI Act, 2005 (2008-09, 2009-10 and 2010-11 upto 14.03.2011)
13. Directory of Public Authorities, Appellate Authorities, PIOs and APIOs in Nagaland.

Manual -VI

(A statement of categories of document that are held by it or under its control)

Sl. No.	Nature/Catagory of the	Name of the document	Procedure to obtain the	Held by / under control of
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	document		document	
1	Acts	Right to Information Act, 2005 (English)	<ul style="list-style-type: none"> Download from Website. Apply for hard copy 	<ul style="list-style-type: none"> Website Secretary
2	Acts	The RTI Act, 2005 in local Naga dialects, viz, Ao, Sema, Lotha, Tenyidie, Chakhesang, Sangtam, Rengma, Zeliang, Yimkhiung, Khamniungan, Kuki, Kachari	<ul style="list-style-type: none"> Download from Website. Apply for hard copy 	<ul style="list-style-type: none"> Website Secretary Superintendent
3	Rules	Nagaland State Right to Information (Regulation of Fee and Cost) Rules, 2005	<ul style="list-style-type: none"> Download from Website. Apply for hard copy 	<ul style="list-style-type: none"> Website Secretary Superintendent
4	Rules	Nagaland Information Commission (Appeal Procedure) Rules, 2005	<ul style="list-style-type: none"> Download from Website. Apply for hard copy 	<ul style="list-style-type: none"> Website Secretary Superintendent
5	Rules	Delegation of Financial and Power Rules	Photo copy	<ul style="list-style-type: none"> Under Secretary Accounts Officer
6	Rules	Nagaland Financial Rules	Photo copy only	Accounts Officer
7	Rules	Fundamental Rules and Subsidiary Rules	Photo copy	Accounts Officer
8	Rules	TA/DA Rules	Photo copy	Accounts Officer
9	Rules	Medical Attendance Rules	Photo copy	Accounts Officer
10	Rules	Treasury Rules	Photo copy	Accounts Officer
11	Rules	General Provident Fund Rules.	Photo copy	Accounts Officer
12	Rules	Nagaland Civil Services (Conduct) Rules	Photo copy	Superintendent
13	Rules	Discipline and Appeal Rules 1967	Photo copy	Superintendent
14	Rules	Pension Rules	Photo copy	Accounts Officer
15	Rules	Modified Assured Career Progress scheme	Photo copy	Accounts Officer
16	Rules	Rules of Executive Business	Photo copy	Superintendent
17	Guides	Citizen's Guide on RTI (in English)	Download from Website.	Website.
18	Guides	Citizen's guide to RTI Act, 2005 in local Naga dialects, viz, Ao, Sema, Lotha, Tenyidie, Chakhesang, Rengma, Sangtam, Yimkhiung, Zeliang, Khamniungan, Kuki, Kachari, Phom & Konyak.	Download from Website.	website
19	Guides	DOPT's booklet on Guide on Right to Information Act, 2005	<ul style="list-style-type: none"> Downloadable from website Apply for hard copy 	<ul style="list-style-type: none"> Website Secretary Superintendent
20	Guides	A Handbook for citizens on RTI Act, 2005	Apply for hard copy	Secretary
21	Guides	A Guidebook for Civil Society Organizations on RTI Act, 2005	Apply for hard copy	Secretary
22	Guides	A Guide for Media on RTI Act, 2005	Apply for hard copy	Secretary
23	Guides	Manual for Public Authorities, Public Information Officers & Appellate Authorities on RTI Act, 2005.	Apply for hard copy	Secretary

24	Guides	Right to Information Act, 2005, published by YASHADA.	Apply for hard copy	Secretary
25	Manual	RTI disclosures of State public authorities.	Download from Website.	<ul style="list-style-type: none"> ▪ Website. ▪ Computer Programmer
26	Manual	RTI disclosure of the Commission	<ul style="list-style-type: none"> ▪ Download from commission website ▪ Apply for hard copies. 	<ul style="list-style-type: none"> ▪ Website. ▪ Computer Programmer
27	Reports	Annual Reports of the Commission on the implementation of the RTI Act, 2005	<ul style="list-style-type: none"> ▪ Download from the Commission's website ▪ Apply for hard copies. 	<ul style="list-style-type: none"> ▪ Website ▪ Secretary. ▪ Superintendent
28	Reports	Annual Administrative Reports	hard copies.	Superintendent
29	Reports	Annual Reports on RTI of CIC and other State ICs.	hard copies	Superintendent
30	Reports	Format for submission of RTI Annual implementation report	<ul style="list-style-type: none"> ▪ Download from Website. ▪ Apply for hard copies 	<ul style="list-style-type: none"> ▪ Website ▪ Secretary.
31	Administrative Files	Notifications/Guidelines/Circulars/ Govt. Orders	Apply for hard copy	Superintendent
32	Administrative Files	Administrative Correspondences with Higher Authorities	Apply for hard copy	Superintendent
33	Administrative Files	Incumbency List	Apply for soft & hard copies	Superintendent
34	Administrative Files	Appointments of employees	Apply for hard copy	Superintendent
35	Administrative Files	Materials for inclusion in the Speeches of Governor, Chief Minister, Finance Minister etc.	Apply for hard copy	Superintendent
36	Administrative files	Map of NIC Complex	Photo copy only	Superintendent
37	Administrative Files	Allocation of Land for NIC.	Photo copy only	Superintendent
38	Administrative Files	Requisitioning of posts to NPSC for recruitment.	Apply for hard copy	Superintendent
39	Administrative Files	Purchase and allotment of vehicles.	Apply for hard copy	<ul style="list-style-type: none"> ▪ Superintendent ▪ Accounts Officer
40	Administrative Files	Matters Related to Official Tours of the Information Commissioners.	Inspection or Photo copy only	Accounts Officer
41	Administrative Files	Matters Related to Official Tours in relation to attending training/meetings etc. within and outside the State.	Inspection or Photo copy only	<ul style="list-style-type: none"> ▪ Superintendent ▪ Accounts Officer
42	Administrative Files	Matters related to training of officers & staffs.	Inspection or Photo copy only	Superintendent
43	Establishment matters	Dak Receipt register	Inspection or Photo copy only	LDA
44	Establishment matters	Dak Issue/ Despatch register	Inspection or Photo copy only	LDA
45	Establishment matters	Leave records	Inspection or Photo copy only	<ul style="list-style-type: none"> ▪ Superintendent ▪ LDA
46	Establishment	All kinds of Leave matters	Apply for hard copy	Superintendent

	matters			
47	Establishment matters	Stock Registers	Inspection or Photo copy only	Superintendent
48	Establishment matters	IT Stock Register	Inspection or Photo copy only	Superintendent
49	Establishment matters	Office Orders and Work Allocation/distribution Orders, Administrative Circulars/Instructions	Apply for hard copy	Superintendent
50	Establishment matters	Minutes of meetings of the Commission.	hard copies	Computer Programmer
51	Establishment matters	Messenger books	Inspection or Photo copy only	LDA
52	Establishment matters	Telephone Register	Inspection or Photo copy only	Superintendent
53	Establishment matters	Log Books of Government Vehicles	Inspection or Photo copy only	Concerned drivers
54	Establishment matters	Postage & Stamps account register	Inspection or Photo copy only	LDA
55	Establishment matters	Attendance Register	Inspection or Photo copy only	Superintendent
56	Establishment matters	File Index Register	Inspection or Photo copy only	LDA
57	Establishment matters	File Movement Registers	Inspection or Photo copy only	Concerned officers
58	Establishment Matters	House Keeping /Record Maintenance	Inspection or Photo copy only	Superintendent
59	Establishment Matters	Office Up-keep, repair & maintenance	Inspection or Photo copy only	Superintendent
60	Establishment Matters	Matters related to Infrastructure	Inspection or Photo copy only	Superintendent
61	Establishment Matters	Purchase & repairs of Office Equipment's like computers, printers, scanners, LCD projectors, photo copy machines, fax machines etc.	Inspection or Photo copy only	Computer Programmer
62	Establishment Matters	Vehicle Maintenance & POL	Inspection or Photo copy only	<ul style="list-style-type: none"> ▪ Computer Programmer ▪ Accounts Officer
63	Establishment Matters	Office Furniture	Inspection or Photo copy only	Superintendent
64	Establishment Matters	Revamping of the procedural aspect of establishment under NIC.	Photo copy	Superintendent
65	Establishment Matters	Warrant of Precedence, use of VIP lights, name plates etc.	Photo copy	Superintendent
66	Establishment Matters	Video Conferencing	Photo copy	Computer Programmer
67	Establishment Matters	e- district	Photo copy	Computer Programmer
68	Establishment Matters	Terms & Conditions of service of CIC	Photo copy	Superintendent
69	Establishment Matters	Terms & Conditions of service of SIC	Photo copy	Superintendent
70	Establishment Matters	Notification for constitution of NIC	Photo copy	Superintendent
71	Establishment Matters	Salary of ICs.	Photo copy	Superintendent
72	Establishment Matters	Personal files of officers & staffs	Photo copy	Superintendent

73	Confidential Folders	Information sent by investigation wing and other agencies		<ul style="list-style-type: none"> ▪ Secretary ▪ Superintendent
74	Confidential Folders	Information sought by other agencies		<ul style="list-style-type: none"> ▪ Secretary ▪ Superintendent
75	Confidential Folders	Vigilance Matters/Disciplinary Proceedings		<ul style="list-style-type: none"> ▪ Secretary ▪ Superintendent
76	Confidential Folders	Confidential Communication with Higher Authorities		<ul style="list-style-type: none"> ▪ Secretary ▪ Superintendent
77	Confidential Folders	Annual Confidential Reports		<ul style="list-style-type: none"> ▪ Secretary ▪ Superintendent
78	Accounts	Demand for Grants	hard copies	Accounts Officer
79	Accounts	Monthly Expenditure Statement	Inspection or Photo copy	Accounts Officer
80	Accounts	Cash Books	Inspection or Photo copy	Accounts Officer
81	Accounts	Budget /Annual Plans	Inspection or Photo copy only	Accounts Officer
82	Accounts	Register of Advances	Inspection or Photo copy only	Accounts Officer
83	Accounts	Pay Bill Register	Inspection or Photo copy only	Accounts Officer
84	Accounts	TA Register	Inspection or Photo copy only	Accounts Officer
85	Accounts	LTC Register	Inspection or Photo copy only	Accounts Officer
86	Accounts	Contingent Register	Inspection or Photo copy only	Accounts Officer
87	Accounts	Sanction Orders	Photo copy only	Accounts Officer
88	Accounts	Bill Register	Inspection or Photo copy only	Accounts Officer
89	Accounts	Expenditure Control Register/ monitoring register	Inspection or Photo copy only	Accounts Officer
90	Accounts	sanctioning of GPF	Photo copy only	Accounts Officer
91	Accounts	GIS Register	Inspection or Photo copy only	Accounts Officer
92	Accounts	Un-disbursement Register	Inspection or Photo copy only	Accounts Officer
93	Accounts	Cheque Register	Inspection or Photo copy only	Accounts Officer
94	Accounts	Monthly Expenditure Statements	Photo copy only	Accounts Officer
95	Accounts	Audit Report and PAC correspondence	Photo copy only	Accounts Officer
96	Accounts	Legal Fees/ Bank Charges	Photo copy only	Accounts Officer
97	Accounts	Medical Reimbursements	Photo copy only	Accounts Officer
98	Accounts	Entertainment Allowances	Photo copy only	Accounts Officer
99	Accounts	Purchase of office Stationery and other items	Photo copy only	<ul style="list-style-type: none"> ▪ Superintendent ▪ Accounts Officer
100	Library records	Register of books received in library	Inspection or Photo copy only	LDA
101	Library records	Books & Periodicals	Inspection & only for lending.	LDA
102	RTI matters	Observation of RTI Week	Photo copy	<ul style="list-style-type: none"> ▪ Secretary. ▪ Superintendent
103	RTI matters	Appeal cases	Photo copy	Secretary
104	RTI matters	Complaints cases	Photo copy	Secretary
105	RTI matters	RTI applications received at NIC.	Photo copy	Superintendent & PIO.

106	RTI matters	Notice for hearings	<ul style="list-style-type: none"> ▪ Download from Website. ▪ Apply for hard copies 	<ul style="list-style-type: none"> ▪ Website ▪ Secretary.
107	RTI matters	Directives issued by the Commission to the appellants/complainants and public authorities	<ul style="list-style-type: none"> ▪ Download from Website. ▪ Apply for hard copies 	<ul style="list-style-type: none"> ▪ Website ▪ Secretary. ▪ Superintendent
108	RTI matters	Decisions and orders on Appeals and Complaints	<ul style="list-style-type: none"> ▪ Download from Website. ▪ Apply for hard copies 	<ul style="list-style-type: none"> ▪ Website ▪ Secretary.
109	RTI matters	Correspondences with State public authorities	Apply for hard copies	<ul style="list-style-type: none"> ▪ Secretary. ▪ Superintendent
110	RTI matters	Correspondences with other State Information Commissions	Apply for hard copies	<ul style="list-style-type: none"> ▪ Secretary. ▪ Superintendent

Manual –VII

(The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof)

There is no occasion or such arrangement for consultation with or direct interface with the Public or representation by the members of the public in relation to the affairs of the Commission.

Manual –VIII

(A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or etc.)

No such Boards, councils, committees or other bodies have been constituted under the Commission presently. However, when the need arises, particularly for matters relating to purchase, inventory verification, Internal Audit, DPC etc., a Committee is constituted for such specific purposes.

Manual –IX

(A Directory of its officers and employees)

Sl. No	Name	Designation	Telephone Number/Fax	e-mail address	Remarks
1.	Shri. I. Meyionen Jamir	Chief Information Commissioner	9436010775	cic.nagaland@gmail.com	Tenure post
2.	Shri. Nosazol Charles	State Information Commissioner	9436005951		Tenure post
3	Shri. Kekongchium Yimkhiung	State Information Commissioner	9436014992		Tenure post
3	Smti. Obangla Jamir	Secretary	8787633690	Secy.nlsic@mail.com	
4	Shri Worhonthung Ezung	Deputy Secretary	9436241448	usecy.nlsic@mail.com	Permanent
5	Shri. John Khriesaneihu	Superintendent	8974517519	Jkrupereo@gmail.com	On Deputation
6	Shri. Neisale Kiso	Accounts Officer	9856880540		Transfer
7	Shri. S. Chumbemo Kithan	Computer Programmer	9436078407	Chumbemo_lotha@yahoo.com	Permanent
8	Km. Alice Yanthan	Steno Gr.II	9366876943		Temporary
9	Smti.	Steno Gr.III	9077518871		On

	R.Asangla	PA to SIC			attachment from Civil Sectt.
10	Smti. Lothunglo Humtsoe	PA to SIC	9089336466		Permanent
11	Shri Visizo	UDA-cum-Computer Assistant	9774874637		Permanent
12	Shri Thujota Keyho	UDA-cum-Computer Assistant	9366958377		Permanent
13	Shri Mhasilezo Yhoshu	Office Chowkidar			Permanent
14	Shri Z.Longta Phom	Office Peon	6033859615		Permanent
15	Shri K. Lanupangjung	Driver, Grade-II	6009317017		Permanent
16	Shri. Ghokiho Aye	Driver, Grade-II	9612821029		Permanent
17	Shri. P. Baujei Phom	Driver, Grade-II	9856731240		Permanent
18	Shri Teihnyei Konyak	Office Peon	8729806626		Contingency
19	Shri Tiayanger Longkumer	Office Peon	9089137592		Contingency
20	Shri Vikou Koza	Office Peon	7642817292		Contingency
21	Kum. Rosely Assumi	Office Peon	9089757371		Temporary
22	Shri. Shingyom Chaipa	Driver	8731867901		Contingency
23	Km. Noyingbeni Odyuo	Sweeper	9862773342		Contingency
24					
25					

Manual - X

(The monthly remuneration received by each of its officers and employees including the system of compensation)

According to the RTI Act, 2005, the salaries and allowances payable to and other terms and conditions of service of the:

(a) Chief Information Commissioner shall receive a pay of Rs. 2,25,000 (Rupees two lakhs twenty five thousand only) (Fixed) per mensem.

(b) State Information Commissioner shall receive a pay of Rs. 2,25,000 (Rupees two lakhs twenty five thousand only) (Fixed) per mensem.

Provided that if the Chief Information Commissioner or the State Information Commissioner, at the time of his appointment is, in receipt of a pension, other than a disability or wound pension, in respect of any previous service under the Government of India or under the Government of the State, his salary in respect of the service as the Chief Information Commissioner or the State Information Commissioner shall be reduced by the amount of that pension including any portion of pension which was commuted and pension equivalent of other forms of retirement benefits excluding pension equivalent of retirement gratuity.

Provided further that if the Chief Information Commissioner or State Information Commissioner if, at the time of his appointment is, in receipt of retirement benefits in respect of any previous service rendered in a Corporation established by or under any Central Act or State Act or a Government company owned or controlled by the Central Government or the State Government, his salary in respect of the service

as the Chief Information commissioner or State Information Commissioner shall be reduced by the amount of pension equivalent to the retirement benefits.

Provided also that the salaries, allowances and other conditions of service of the Chief Information Commissioner and the State Information Commissioners shall not be varied to their disadvantage after their appointment.

Apart from the Commissioners, the Commission has working staffs, some of who are regular appointees and some who are either on deputation from other departments or appointed on contingency basis.

The monthly remuneration of the Commissioners and officers & employees of NIC for the month of **June 2022** are shown below:

Sl. No	Name of the incumbent	Father's Name	Gender (M/F)	Educational Qualification	Designation	Status (Regular/Contract/Adhoc/Contingency)	Date of Birth	Date of entry into Service/First Appointment	Date of appointment to Present post	Place of posting	Date of Retirement	Pay Level	Gross Salary
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	Shri. I. Meyionen Jamir	Lt. Imkongsu ngit	M	BA (Hon)	Chief Information Commissioner	Tenure Post	12/03/1963	07/02/2022	07/02/2022	Kohima	08/02/2025	2,25,000	222087
2	Shri. Nosazol Charles	Vithotso Chaya	M		State Information Commissioner	Tenure Post	07/09/1964	30/11/2022	30/11/2022	Kohima	30/11/2025	2,25,000	234737
3	Shri. Kekongchium Yimkhiung		M		State Information Commissioner	Tenure Post	08/05/1972	30/11/2022	30/11/2022	Kohima	30/11/2025	2,25,000	334580
4	Smti. Obangla Jamir, IAS		F		Secretary	Regular	23/01/1965	06/11/1991		Kohima			Pay Drawn from NI. Sectt
5	Shri Worhonthung Ezung	Lt. L.N. Ezung	M	B.Tech (CSE)	Deputy Secretary	Regular	25.12.1973	18.2.1999	2.12.2015	Kohima	31.12.2033	16	171912
6	Shri. John Khriesaneihu	S. D. Rupereo	M	BA	Superintendent	On Deputation from NI. Sectt	08/08/1974	22/11/2010		Kohima	31/08/2034	14	92342
7	Shri. S. Chumbemo Kithan	Sanchio Lotha	M	BE(ISE)	Computer Programmer	Regular	17.05.1984	23.08.2012	23.08.2012	Kohima	31.5.2044	12	86648
8	Km. Alice Yanthan	Lt. Tssurenthung Yanthan	F	MA (Pub. Admin)	Steno Gr. II	Regular	11.01.1980	18.12.2013	18.12.2013	Kohima	31.1.2037	11	89714
9	Smti. R.Asangla	Rongsen Lonchar	F	BA	Steno Gr.III	On Attachment from NI. Sectt	30.4.1972	10.10.1989	6.7.2006	Kohima	-	-	----
10	Smti.Lothinglo		F	BA	Steno Gr.II								65916

11	Shri. Niesalie Kiso		M										103292
12	Shri Visizo	Neizakie	M	MA (Pol. Sc)	LDA-cum- Computer Assistant	Regular	07.10.1981	21.7.2006	21.7.2011	Kohima	31.10.2041	7	61098
13	Shri Thujota Keyho	E.S. Keyho	M	B.Sc (Botany)	LDA-cum- Computer Assistant	Regular	26.11.1981	21.6.2011	21.6.2011	Kohima	30.11.2041	7	61098
14	Shri. Ghokiho Sumi	Nguhashe	M	VIII	Driver Gr. II attached to CIC	Regular	10.12.1986	3.5.2006	3.5.2006	Kohima	31.12.2041	3	38906
15	Shri P. Baujei Phom	Phuhnga	M		Driver Gr. II attached to Pool Van	Regular	24.10.1984	2.1.2007	2.1.2007	Kohima	30.10.2042	3	38906
16	Shri Lanupangjung	Koranung sang	M		Driver Gr. II attached to CIC	Regular	07.07.1980	9.6.2007	9.6.2007	Kohima	31.7.2041	3	38906
17	Shri. Mhasilezo Yhoshu	Lt. Sathou	M	IX	Office Chowkidar	Regular	28.12.1978	18.2.2006	18.2.2006	Kohima	31.12.2038	1	36278
18	Shri.Z. Longta Phom	Zungbong Phom	M	VIII	Office Peon	Regular	19.3.1982	18.2.2006	18.2.2006	Kohima	28.2.2041	1	36278
19	Smti. Rosely Sumi	Viyishe	F	X	Office Peon	Regular	31.12.1988	11.9.2007	11.9.2007	Kohima	30.9.2042	1	29526
20	Shri. Shingyom Chaipa	Chaipa Phom	M	VIII	Driver attached to SIC	Contingency	5.3.1990	22.7.2014	22.7.2014	Kohima			6300
21	Shri Teihnyei Konyak	Lemsong Konyak	M		Office Peon	Contingency	5.8.1989	2.3.2010	2.3.2010	Kohima			5280
22	Shri Vikou Koza	Kodonyi Koza	M	X	Office Peon	Contingency	12.3.1986	15.12.2008	15.12.2008	Kohima			5280
23	Shri Tiayanger Longkumer	K. Lolen	M	X	Office Peon	Contingency	25.2.1983	13.5.2010	13.5.2010	Kohima			5280
23	Km. Noyingbeni Odyuo	Likao Odyuo	F	X	Sweeper	Contingency	16.11.1994	1.8.2015	1.8.2015	Kohima			5280

POST RETIREMENT BENEFITS OF FORMER CIC

1.	Post retirement benefit to Shri. Lalhuma, IAS (Retd), former CIC for meeting orderly services	Rs. 14,000 (Fixed)			Rs. 14,000	Post retirement benefit
2.	Post retirement benefit to Smti. Kevinino P. Meru, former CIC for meeting orderly services	Rs. 14,000 (Fixed)			Rs. 14,000	Post retirement benefit
3.	Post retirement benefit to Shri. Bukchem Phom, former CIC for meeting orderly services	Rs. 14,000 (Fixed)			Rs. 14,000	Post retirement benefit
4.	Post retirement benefit to Er. Chanbemo Lotha, former CIC for meeting orderly services	Rs. 14,000 (Fixed)			Rs. 14,000	Post retirement benefit

DOMESTIC HELP OF FORMER CIC

1.	Domestic Help to Shri. P. Talitemjen, IAS (Retd), former CIC for meeting orderly services	Rs. 18,000 (Fixed)			Rs. 18,000	Domestic Help
2.	Domestic Help to Shri. Lalhuma, IAS (Retd), former CIC for meeting orderly services	Rs. 18,000 (Fixed)			Rs. 18,000	Domestic Help
3.	Domestic Help to Smti. Kevinino P. Meru, former CIC for meeting orderly services	Rs. 18,000 (Fixed)			Rs. 18,000	Domestic Help
4.	Domestic Help to Shri. Bukchem Phom, former CIC for meeting orderly services	Rs. 18,000 (Fixed)			Rs. 18,000	Domestic Help
5.	Post retirement benefit to Er. Chanbemo Lotha, former CIC for meeting orderly services	Rs. 18,000 (Fixed)			Rs. 18,000	Domestic Help

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(The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made)

Statement showing Budget Estimates for the financial year, **2023-2024** in respect of Nagaland Information Commission.

Sl. No	Head of Account	Non-Plan	Plan	CSS	NEC	Total (Rs. in Lakhs)
1	2075-Misc.General Services, 00-800- Other Expenditures, 00-800 (2), N.I.C.					
	Salaries	272.72	----	----	----	272.72
	Wages	4.76	----	----	----	4.76
	Travel Expenses	6.50	----	----	----	6.50
	Office Expenses	13.50	----	----	----	13.50
	Motor Vehicle	7.50	----	----	----	7.50
	Rent, Rate & Taxes	5.00	----	----	----	5.00
	Printing & Publication	5.00	----	----	----	5.00
	Professional & Special Services	2.00	----	----	----	2.00
Other Charges	0				0	
2	Pensionary benefits to retired CICs and SICs					

Pensions	6.23				6.23
OAE	19.20				19.20
RTI Week Observation	-----	----		----	-----
Grant Total =	342.41	----		----	342.41

Statement showing the Final Expenditure Figure for the year 2022 - 2023 in respect of Demand No. 80- Nagaland Information Commission, Kohima.

Major Heads	Budget Estimate for 2022-23	Actual Expenditure for 2022-23
2075- Misc.General Services, 00-800- Other Expenditures 00-800 (2), N.I.C.		
Salaries	190.54	
Wages	4.59	
Office Expenses	10.80	
Motor Vehicle	4.40	
Travelling Expenses	5.20	
Printing & Publication	3.00	
Rent, Rate & taxes	14.00	
Professional & Special Services	1.00	
Other Charges		
Pension	6.23	
OAE	19.20	
Total under Revenue Section		
Capital Section		
4059 - Capital outlay		
Public works		

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(The Manner of execution of subsidy Programme, including the amounts allocated and the details of beneficiaries of such programs)

Nagaland Information Commission does not execute any subsidy programmes.

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(The particulars of recipient of concessions, permits or authorization granted by it)

Nagaland Information Commission does not grant any permits or authorization and hence no recipients of concessions.

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(The details in respect of the information, available to or held by it, reduced in an electronic form)

Sl. No.	Information/Activities for which data is available in electronic form	Is it available on the website or is being used as back end database?	With whom it is held/available?
1	Right to Information Act, 2005	▪ Website	Secretary

		<ul style="list-style-type: none"> ▪ Office Computers 	
2	Nagaland State Right to Information (Regulation of Fee and Cost) Rules, 2005	<ul style="list-style-type: none"> ▪ Website ▪ Office Computers 	Secretary
3	Nagaland Information Commission (Appeal Procedure) Rules, 2005	<ul style="list-style-type: none"> ▪ Website ▪ Office Computers 	Secretary
4	The RTI Act, 2005 in English and local Naga dialects, viz, Ao, Sema, Lotha, Tenyidie, Chakhesang, Sangtam, Rengma, Zeliang, Yimchungru, Khamniungan, Kuki, Kachari, Phom & Konyak.	<ul style="list-style-type: none"> ▪ Website ▪ Office Computers 	Secretary
5	Citizen's guide to RTI Act, 2005 in English and local Naga dialects, viz, Ao, Sema, Lotha, Tenyidie, Chakhesang, Rengma, Sangtam, Yimchungru, Zeliang, Khamniungan, Kuki, Kachari, Phom & Konyak.	<ul style="list-style-type: none"> ▪ Website ▪ Office Computers 	Secretary
6	DOPT's booklet on Guide on Right to Information Act, 2005	<ul style="list-style-type: none"> ▪ Website ▪ Office Computers 	Secretary
7	RTI disclosures of State public authorities.	Website	Computer Programmer
8	RTI disclosure of the Commission	<ul style="list-style-type: none"> ▪ Website ▪ Office Computers 	Secretary
9	Annual Reports of the Commission on the implementation of the RTI Act, 2005	<ul style="list-style-type: none"> ▪ Website ▪ Office Computers 	<ul style="list-style-type: none"> ▪ Secretary.
10	Format for submission of RTI Annual implementation report	<ul style="list-style-type: none"> ▪ Website ▪ Office Computers 	Superintendent
11	Notices for hearings	<ul style="list-style-type: none"> ▪ Website ▪ Office Computers 	Secretary
12	Directives issued by the Commission to the appellants/complainants and public authorities	Office Computers	Secretary
13	Decisions and orders on Appeals and Complaints	<ul style="list-style-type: none"> ▪ Website ▪ Office Computers 	<ul style="list-style-type: none"> ▪ Secretary
14	Minutes of meetings of the Commission.	Office Computers	<ul style="list-style-type: none"> ▪ Computer Programmer
15	Various Office Orders, Circulars, Correspondences etc.	Office Computers	<ul style="list-style-type: none"> ▪ Secretary ▪ Superintendent
16	Correspondences with other State Information Commissions.	Office Computers	Secretary
17	Annual Administrative Reports	Office Computers	<ul style="list-style-type: none"> ▪ Secretary ▪ Superintendent
18	Directory of employees	Office Computers	<ul style="list-style-type: none"> ▪ Superintendent
19	Pay roll of employees	Office Computers	UDA
20	Incumbency List	Office Computers	Superintendent
21	Monthly Expenditure Statement	Office Computers	UDA
22	Advices of the Commission to the public authorities	Office Computers	Secretary
23	Bio- data / profile of Information Commissioners.	Website	Computer Programmer
24	Work Distribution among the Officers & Staffs	Office Computers	Superintendent

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(The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use)

Sl. No.	Facility Available	Nature of information available	Working hours
1	Notice Board	Notice for hearings, Circulars,	24 X 7

		RTI Guides etc.	
2	Website	Electronic format	24 X 7
3	Printed Manual	RTI Act, guides, books, journal, magazines, etc.	All working days.
4	Inspection of Records in the office	On any matter except the exempted categories under the Act.	All working days.
5	Video Conferencing facilities.	For interacting and conducting hearing with the districts and other State Commissions.	As and when required.
6	Open proceedings during hearings	The Commission may permit or invite to hear its proceedings during hearings.	As and when required.
7	System of issuing of copies of documents	Photo copies, soft copies	All working days.
8	Computers	Information in electronic format, CDs etc.	All working days.
9	Office Library	Books, journal and magazines.	All working days.

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(The names, designation and other particulars of the Public Information Officer)

Name of the Public Authority: Nagaland Information Commission.

a) Departmental or First Appellate Authority (DAA/FAA)

Sl. No.	Name	Designation	Phone No			Email
			Office	Home	Mobile	
1	Shri. Worhonthung Ezung	Deputy Secretary			9436241448	wezung@yahoo.com

b) Public Information Officer (PIO)

Sl. No.	Name	Designation	Phone No			Email
			Office	Home	Mobile	
1	Shri. John Khriesaneihu	Superintendent			8974517519	jkrapureo@gmail.com

c) Assistant Public Information Officer (APIO)

Sl. No.	Name	Designation	Phone No			Email
			Office	Home	Mobile	
1	S. Chumbemo Kithan	Computer Programmer			9436078407	chumbemo_lotha@yahoo.com

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(Such other information as may be prescribed)

A. Centrally Sponsored Schemes:

B. Meetings, Seminars/ Workshops and Sensitisation programmes

C. Celebration of RTI Week.

1. RTI Week, 2022.

D. Training

1. Training for the Officers & Staff of the Commission
2. Participation of CIC & SICs at National Level Workshop/Convention etc.

E. Registration/Admission of NIC in NFICI:

F. Commission Office Building:

G. RTI Propagation

1. RTI Theme Song:
2. RTI Short Film:
3. Essay Competition:
